

DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS

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September 11, 1997

ADP #97-51

To: County Alcohol and Drug Program Administrators
Narcotic Treatment Programs

Subject: Record Retention Requirements

This is to follow up on a question which surfaced from implementing the provisions of Assembly Bill 2071. Specifically, counties and providers inquired what financial record retention requirements applied to narcotic treatment program services and the reference of source documentation for those requirements.

Printed on the back of this notice is the reference from the Health Care Financing Agency publication which delineates the retention requirements for financial records and other supporting documents. A 3-year period of time is the general requirement for Medicaid records.

We hope this information responds to your concerns. Please feel free to call the AB 2071 hotline at (916) 323-0447 if you have other questions or if you need additional information.

Sincerely,

[Original Signed By]

GLORIA J. MERK, II
Deputy Director
Program Operations Division

cc: County Fiscal Representatives
Wagerman Associates, Inc.
Director's Advisory Council